



2003 NASPO
Cronin Club
Gold Winner



Procurement Services

Weekly Information Newsletter

06/18/04

Volume 152

(You can go directly to the DAS Procurement web page by clicking on the DAS logo above!)



Save the Date!
CT Shops 2004
November 9, 2004!

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Noteworthy News

Contractor Prequalification Program

Wonder what's been going on with the DAS Contractor Prequalification Program? The prequalification team has been working diligently on the "construction" of the program and expects to acquire "certificate of occupancy" soon. We will keep you posted while we continue to "build" and work towards a scheduled "completion date." Here are the latest "plans":



Legislative Information

The DAS Contractor Prequalification Program (Public Act 03-215) requires all contractors to prequalify before they can bid on any construction, alteration, remodeling, repair or demolition of any public building, for work by the state or a municipality, estimated to cost more than \$500,000 and which is funded in whole or in part with state funds. To view this Public Act 03-215, click on the link below:

<http://www.cga.state.ct.us/2003/act/Pa/2003PA-00215-R00HB-06417-PA.htm>

Please note that there have been revisions to Public Act 03-215. To view these revisions click on the link below:

<http://www.cga.state.ct.us/2004/act/Pa/2004PA-00141-R00HB-05433-PA.htm>

Program Timeframe Information



Beginning July 1, 2004, contractors may begin to apply for certification with the Contractor Prequalification Program using our on-line application. In order to complete this application, applicant must create a login ID (available July 1, 2004). Once you have created a login, you will be able to complete the on-line application. Applicant will be able to begin this process and if they wish to stop and resume at a later time, the information will be retained as long as the same login information is used.

Only electronic applications will be accepted, a hard copy application will be available for download in an effort to assist applicants in gathering necessary information to complete the on-line application. Please note that applications will require some hard copy supporting documentation therefore, an application will not be considered complete until all required electronic information and documentation has been received by DAS.

Beginning October 1, 2004, the act requires contractors to obtain a prequalification certificate from the Department of Administrative Services (DAS) before they can bid on any contract for the construction, reconstruction, alteration, remodeling, repair or demolition of any public building which is estimated to cost more than five hundred thousand dollars (\$500,000) and is paid for, in whole or in part, with state funds.

Beginning October 1, 2004 any contractor that is prequalified will be found by using the DAS – Contractor Prequalification On-line Directory. This directory will function very similar to the DAS –Supplier Diversity Program's Directory. To view the Supplier Diversity Directory visit the link :

http://www.das.state.ct.us/Purchase/SetAside/SAP_Search_Vendors.asp

For additional information, including Frequently Asked Questions, visit the link below:

http://www.das.state.ct.us/Business_Svs/PreQual/Prequal.asp

Contractor Prequalification E-Alert Notification System

All contractors and awarding authorities are encouraged to register with our E-Alert Notification System.

Registering will place your name on a list to receive an e-mail alert containing information (including updates) about the Connecticut Department of Administrative Services' Contractor Prequalification Program.

http://www.das.state.ct.us/Business_Svs/PreQual/Prequal.asp



Registering will allow us to send e-mail alerts, as a courtesy, when new program notices are posted. By registering, **you** accept responsibility for periodically visiting our website to keep informed of program changes. This email alert service is provided as a courtesy. It does not eliminate the need to visit our website for Contractor Prequalification Program information. Should your e-mail address change; you must re-register with the new e-mail address to receive alerts at your new address.

Training Session Information

DAS will soon be scheduling training sessions for both contractors and awarding authorities.

Specifically, we will be providing applicants with step-by-step instructions on completing the on-line Contractor Prequalification Application. In addition, sessions will be scheduled with awarding authorities to assist them with finding prequalified contractors and to answer any other questions they may have.

If you wish to participate, please register with the Contractor Prequalification E-Alert Notification System (found above).

Contact Information

If you wish to provide the Contractor Prequalification Team with any feedback or have any questions/concerns please use the link below or call J. Carlos Velez at (860) 713-5280.

http://www.das.state.ct.us/Business_Svs/PreQual/feedback_form_prequal.asp

Mark Your Calendars! CT \$hops 2004 is Coming!



Save the date! Mark your calendars! CT \$hops 2004 will be held at the Connecticut Expo Center on **Tuesday, November 9, 2004!** Stay tuned to WIN for more **CT \$hops 2004** information as it becomes available.



Good news for municipalities and qualified not for profits in the State of Connecticut. The way gas prices are sky rocketing these days, you will be happy to know that It won't be long before you will have the opportunity to purchase gasoline hybrid electric vehicles (GHEVs). Check out the news release below and watch for updates in future issues of WIN!

Department of Administrative Services News Release For immediate release/June 14, 2004

Contact: Adam Liegeot
Phone: 860-713-5199 or Adam.Liegeot@po.state.ct.us

Towns Can Soon Buy Hybrid Vehicles Off of State Contract List

Connecticut Department of Administrative Services (DAS) Commissioner Barbara Waters announced today that DAS has added gasoline hybrid electric vehicles (GHEVs) to its Invitation to Bid for the purchase of 2004 passenger vehicles.

Municipalities will soon be able to buy the Honda Civic Hybrid and the Toyota Prius off of a state contract. According to the U.S. Department of Energy and the U.S. Environmental Protection Agency's Fuel Economy Guide, www.fueleconomy.gov, the compact Honda Civic Hybrid boasts a MPG City/Highway of 48/47. The midsize Toyota Prius gets 60/51 MPG City/Highway. Both cars offer the best mileage in their class.

"The cities and towns asked for this addition, and the state has responded," Waters said. "Whether municipalities are looking to lessen their contribution to the climate change problem or just looking to save a little money on gas, these GHEVs are the way to go."

The bid submissions are due on June 16. The GHEVs will be available for purchase once the bids are evaluated and the contract is awarded.

The hybrid vehicles offer marks the latest effort by the state to help municipalities, schools and not-for-profit organizations save money in their purchasing procedures.

A new state website, called "ePartners," is located at <http://www.das.state.ct.us/> and is dedicated to announcing and promoting all of the state's products, services, and resources that can help local groups save time and cut costs.

"It saves time for municipalities because the state administers the contract on their behalf," Waters said. "Towns won't have to solicit prices from several vendors. They can go right to our website and find a vendor who has already been contracted by the state. Plus, there's no need to advertise for bids in the newspaper so that saves towns money right there."

The GHEV contract will be announced on the ePartners website when it becomes available. Questions about ePartners can be e- mailed to ePartners@po.state.ct.us

Want to read up more on hybrid vehicles? The following link will take you to a very interesting article written by Christopher Swope in "Governing's" magazine. There is a lot of great information and it also points out what some other states are doing in regards to alternative fuel vehicles. Please see web link below....



Please remember many state agencies have policies for Internet usage; do not click on links at work. Jot the address down and enjoy it from home.

<http://www.governing.com/articles/6hybrids.htm>

The ePartners program services Connecticut municipalities, schools and not-for-profit organizations by offering products and services to save time and money. To schedule a presentation with Barbara, or if you have any questions, comments or concerns, contact her at barbara.moser@po.state.ct.us or 860/713-5081.



CT Environmentally Preferable Purchasing

Residential Electronics Recycling to be Held on June 19th in Plainville.

This Saturday, June 19, 2004, residents of Plainville, Berlin, Bristol, Burlington, Meriden, New Britain, Plymouth, Prospect, Southington and Wolcott may bring certain used electronics to the collection site free of charge. This event is for residents only and businesses will not be eligible to participate at this time. Identification will be required as proof of residency.



Mark your calendars and make plans to bring down your old televisions, VCR's, cell phones, computers, notebook or laptop computers, computer monitors (CRT's), printers and related components so they may be disposed of in an environmentally friendly way.

Please note that any item with broken glass will not be accepted as well as the following list of Unacceptable Items: Any liquids, copy machines, fax machines, mainframe computers, radios, microwave ovens, stereo systems, DCE players, tape recorders, and household appliances.

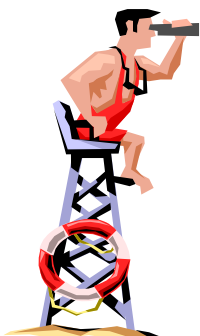
This electronic recycling event is planned for:

Saturday, June 19, 2004
General Electric Consumer & Industrial parking lot
Woodford Avenue, (Intersection of Route 10 & Route 372 in Plainville)
9 a.m. to 2 p.m.

Anyone with questions regarding this collection should call their local public works department in their respective community or contact the Tunxis Recycling Operating Committee office at 860/585-0419 or 860/225-9811. Information is also available on their website, www.brrfoc.org.

CT DAS state contracts offer a number of environmentally preferable products and services. For more information on how you can purchase or use environmentally preferable products and services where you live and work, you may contact CT EPP at Barbara.moser@po.state.ct.us or call at (860) 713-5081.

Water, Water, Everywhere!



With the approach of summer and the end of the school year, your child is more likely to be in and around water. **Securitas Security Services**, one of the vendors on the **Security Guard Services Contract 00PSX0001**, has sent in the following reminders that were provided by the American Red Cross to share with our WINners. These guidelines are intended to help you, your family, and your friends enjoy a safe summer. Please feel free to share this information with your colleagues, families, friends and neighbors to help prevent accidental drowning.

General Water Safety Tips

- Learn to swim. Children should learn to swim by the age of eight. To enroll your child or yourself in a swim course, contact your local Red Cross chapter.
- Swim in supervised areas only and swim with a friend.
- Obey all posted rules and signs.
- Stop swimming if you are too tired, too cold, or at the first indication of bad weather.
- Actively supervise children in any water environment (pool, tub, etc.) by staying close enough to intervene in an emergency. Constant supervision is mandatory no matter how shallow the water.
- Use properly fitting life vests in and around water, especially when boating or riding a jet ski.



We have provided a link for you to access additional information and tips on home pools, water parks and ocean safety.



Please remember many state agencies have policies for Internet usage; do not click on links at work. Jot the address down and enjoy it from home.

<http://www.das.state.ct.us/rfpdoc/WaterSafety.pdf>

Contract Information:

DAS Contracts

The following is a listing of contracts issued during the week of 06/14/04

Contract #	Contract Name	For:	Contract Term
04PSX0098	Bottled Water - Department of Environmental Protection for CT Residents with Contaminated Well Water	Department of Environmental Protection	July 1, 2004 Through June 30, 2006
04PSX0115	Post Mounted Signs on Breakaway Coupling System for the Department of Transportation	Department of Transportation	July 1, 2004 Through June 30, 2006
04PSX0137	Verbatim Recording and Transcription Services for the Dept. of Social Services	Dept. of Social Services	June 9, 2004 Through May 31, 2007
04PSX0142	Verbatim Recording and Transcription Services for the Dept. of Public Health	Department of Public Health	July 1, 2004 Through June 30, 2007
04PSX0108	OEM Willson Safety Apparel and Accessories	Department of Transportation	June 14, 2004 through May 31, 2007
04PSX0141	Repair, Maintenance and/or Inspection of Kitchen, Cafeteria and Dining Hall Equipment for BESB Business Enterprise Programs	Board of Education and Services	July 1, 2004 Through June 30, 2007

Contracts Expiring

Did you know that our state contracts are reviewed one to three months prior to the actual expiration date? During this review process, the contract specialist examines the specifications and products/services included within each contract

[Contract Search](#)

Click on the list of "Contracts Issued/**Expiring** In Last/Next 30/60/90/120 Days". Choose the radio button marked "**Expiring** Contracts" and select the time frame. Then click "Get Contracts". That's all there is to it!



Bid Notice Postings

To view the entire DAS bid notice listing, click on the following hyperlink to go to our web page. [DAS Bid Notices](#)



Daily Mail Index is Now Searchable

Core-CT Financials Daily Mails issues are now searchable by keyword. The new Daily Mail Index includes three methods to help you find content. You can:

- 1) Read the latest issue;
- 2) Consult a list of all article titles (each title being a clickable link), or
- 3) Search by keyword or keywords, with all articles presented in the result (most recent articles first).

As new Financials Daily Mails are sent out by email, they will also be added to the searchable index on the web. Find the new setup at <http://www.core-ct.state.ct.us/fin-daily/>

Core-CT undertook this project because of requests from it's users and hopes this proves to be a helpful way of quickly finding needed material.



Budget Reference Usage Options

If you wish to consolidate your non-budgeted appropriations into a single budget reference year, please e-mail your request to john.clark@po.state.ct.us no later than Tuesday, June 15, 2004. All budgeted appropriations will assume a budget reference of 2005 in the new year.

The consolidation into a single budget reference must occur by fund and agency. Accordingly, you cannot elect to have your federal grants retain multiple budget references while having your private grants all assume budget reference 2005. Since the federal and private grants are all within the same fund (either fund 12060 or 12062) they must be treated similarly with respect to budget reference.

If you do elect to consolidate your non-budgeted appropriations within the single budget reference year 2005, please remember the following:

1. Your positions that are funded from these appropriations must be updated to the proper HR account code that uses budget reference 2005 manually. This will require moving all the impacted positions to the new budget reference 2005 HR account code. This change must be made on-line in the HRMS system one position at a time and may require that the change be run through the approval process. Please be aware that the first payroll of the 2005 fiscal year will be closed on July 1, 2004. Any position with funding that has not been updated and approved prior to this date will remain funded out of the current setup of that position.
2. All eligible purchase orders will be brought forward into the new year. All budgeted fund purchase orders will be automatically updated with a 2005 budget reference. All agencies that indicate specific non-budgeted funds that are combining budgets into a single 2005 budget reference will have their agency's

rolled purchased orders automatically updated to the 2005 budget reference based on fund. Therefore, for the funds combining multiple budget reference into a single 2005 budget reference, transactions can be only processed using the 2005 budget reference.

3. FY2005 Agency budgets must be created using only the 2005 budget reference for the specified fund.
4. SpeedCharts and SpeedType that reference the 2004 budget reference must be changed to reflect 2005.



Creating Purchase Orders (POs) With a Future Date

A new job aid, "Creating a PO with a Future Date," has been published. Note that the procedure described in this job aid contains information pertaining to the future obligated 71000 account. The job aid can be found at:

<http://www.core-ct.state.ct.us/user/finjobaids/purchasing.htm>



Special Request Problems

Some of you may be aware that in e-Procurement when ordering Special Request items and Catalog Items on the same requisition, if you order the Special Request items after the Catalog items, the price of the Special Request item changes to the last Catalog Item ordered. This also appears to be occurring when you use Templates and add Special Request Items to the end of the requisition that you are creating.

PeopleSoft has been contacted to research and fix the problem.

There are a couple of workarounds that seem to prevent this from happening.

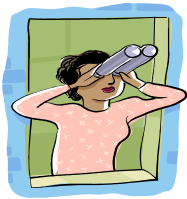
- 1) When creating an e-Procurement requisition, Edit your requisition defaults (enter vendor, buyer, due date and Chartfields) FIRST before selecting any items or using your templates.
- 2) Enter your Special Request items on the requisition before selecting catalog items.

We are working to eliminate this problem but either of these two simple changes in your ordering pattern should stop Special Request pricing from being altered.

One thing to note: If you have Templates that contain both catalog and special request items you will need to follow workaround number 1 listed above.

The Core-CT helpdesk has received several tickets on this issue; we will be closing these tickets based on the workarounds contained in this Daily Mail.

Looking for Catalog Items in Core-CT/PeopleSoft?



Use the following link to access the listing of the vendors, contract number and contract name that have been loaded into the **Core-CT** catalog.

[Core-CT Catalog](#)

Getting Help Quickly and Easily



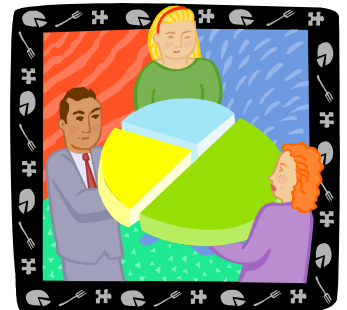
Click on the “help” link to access all the **Core-CT** help links and phone numbers that are available to you.

[Help](#)

“Certification Central”

Check this out! We have made it even easier for you to see which Connecticut vendors have recently become certified! Use the link we have provided to access the listing of **New Set-Aside Vendors Certified in last 7 Days**.

The link below lists the company name, contact information, product description and certification type of all the Connecticut small businesses that were certified during the **previous** week.



http://www.das.state.ct.us/Purchase/ePartners/ep_whats_new.asp#Vendors

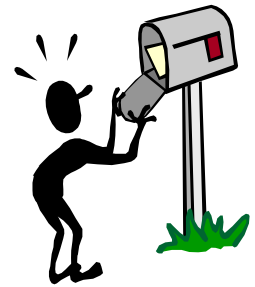
Questions regarding the Supplier Diversity Program can be directed Meg Yetishefsky, Supplier Diversity Manager, at meg.yetishefsky@po.state.ct.us or 860/713-5228.

Peppy's Toolbox

Click on the “toolbox link” at the right to help yourself to any of the helpful “tools” (electronic forms) that are available to you.



Ask Peppy!



DAS Vendors are WINners, too!

Recently, one of our contract vendors sent in a letter that we want to share with you.

This is not our first WIN email. We have been receiving WIN for about a year now. Thanks for the newsletter. It is clearly a large undertaking each week and it has many important articles for us. Thanks for keeping us on your mailing list.

Bob

Andrew Graphics

Bob,

Thanks for taking the time to write to us and let us know how much you value WIN. It is always so nice to hear positive feedback.

I was thinking... Since you find WIN so helpful, probably other contract vendors would benefit from receiving WIN as well. I bet they would really like the fact that they can get all of the latest purchasing information electronically, in a quick, easy to read format each week. Why wouldn't they want to take advantage of this free newsletter that provides them with so much?

So, WINners, I need your help to get the word out! Tell your contract vendors about WIN. Have them submit the information listed below and we will get them registered in our "WINner" distribution list ASAP. Do you have a colleague(s) from a state agency, school, municipality or not for profit organization that would benefit from receiving WIN? Why not give them a helping hand and tell them how to sign up to receive WIN. It's simple; just have them forward the following information:



Name:
Job Title:
Agency/Organization Name:
Mailing Address:
City/State/Zip:
Phone:
Fax:
Email:

To teresa.dupont@po.state.ct.us, fax 860/622-2940 or call her at 860/713-5073 with any questions you may have.

Once again Bob, thanks for writing. And thanks to all my loyal WINners for helping to spread the word about WIN!

Do you have a purchasing question and you can't seem to find the answer? Send it to me at peppy.procurement@po.state.ct.us and I will do my best to find the answer for you and post it in a future issue of WIN.

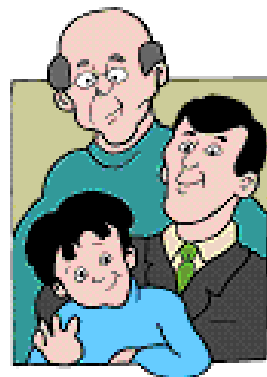
Peppy's Points to Ponder...



Father's Day

Fathers Day is a day to not only honor our fathers, but all the men who have acted as a father figure in our lives.

Happy Father's Day!



"When I was a boy of fourteen, my father was so ignorant I could hardly stand to have the old man around. But when I got to be twenty-one, I was astonished at how much the old man had learned in seven years."

-Mark Twain-

Come on WINners! Send them in! Thanks to all my loyal WINners for submitting all these great quotes. Keep them coming! Please take a minute to send them to me at peppy.procurement@po.state.ct.us and watch for them to appear in future issues of WIN.



Tech Talk with Ms. Bits n' Bytes

The word "SPAM"

Ever wonder why unsolicited email became to be called "SPAM?"

There is some debate about the source of the term, but the generally accepted version is that it comes from the Monty Python song, "Spam, spam, spam, spam, spam, spam, spam, spam, lovely spam! Wonderful spam!"

Like the song, spam is an endless repetition of worthless text. Another school of thought maintains that it comes from the computer group lab at the University of Southern California who gave it the name because it has many of the same characteristics as the lunchmeat Spam:



- Nobody wants it or ever asks for it.
- No one ever eats it; it is the first item to be pushed to the side when eating the entree.
- Sometimes it is actually tasty, like 1% of junk mail that is really useful to some people.

Thanks to Webopedia.com for this helpful insight!

Don't forget to write to me and let me know if you have a computer question, problem or perhaps just something you would be interested in learning about. You can email me at: maureen.blackburn@po.state.ct.us



Keep up to speed with what's happening in the

Department of Information Technology



Contracts & Purchasing Division Information



Need to contact someone at **DOIT**? Click here to link to the [DOIT Contact](#) Information page of their web site.

DOIT Bid/ Proposals

- Click on the following hyperlink [DOITBidPostingNotices](#) to jump to DOIT's Bid Posting Notices section of their web page.

DOIT Contract Awards

- Click on the following hyperlink [DOITContractAwards](#) to jump to DOIT's Contract Award section of their web page.

Contact Us

If you know someone who may be interested in receiving this newsletter, have him or her send an email with the following information:



Name:
Job Title:
Agency/Organization Name:
Mailing Address:
City/State/Zip:
Phone:
Fax:
Email:

Email Teresa Dupont at teresa.dupont@po.state.ct.us or fax it to her at 860-622-2940. Once she gets the information, they will be added to the "WINner" list! Likewise, if you do not wish to receive **WIN**, send us a note and your name will be removed. Questions? Call Teresa at 860-713-5073.

Miss a Previous Issue of WIN?

Use the following link to jump to the DAS Newsletters web page, scroll down to Weekly Information Newsletters (WIN) and click on the issue you missed!

<http://www.das.state.ct.us/News/NewsLetters.htm>